

STUDENT RECORDS DATA COLLECTION

2006-2007

Layout for Tab-Delimited File

Header Records (must include all records exactly as indicated)	
SenderID =<3-digit Division Number of division submitting file (leading zero must be included, i.e. 001)>	
CreateDate =<current date in mm/dd/yyyy format>	
CreateTime =<current time in hh:mm:ss format>	
EMAIL =<sender's e-mail address>	
~~	
DATATYPE =<STUDENT_FALL>	Use: STUDENT_FALL for Fall submission, STUDENT_SPR for Spring submission STUDENT_EOY for the End-of-Year submission STUDENT_SUM for the Summer submission STUDENT_PRESUB for the Pre-Submission Application
~	

"A" Record – fixed length								
Field Length	Field Name	Contents		Required				
				FALL	SPR	EOY	SUM	EIMS
1	Record Type	Constant=A		Y	Y	Y	Y	Y
1	File Submission Type	Constant=1	Use: 1 for the Fall submission 2 for the Spring submission 3 for the End-of-Year submission 4 for the Summer submission 9 for an EIMS submission	Y	Y	Y	Y	Y
4	Beginning School Year	Four-digit year for beginning of school		Y	Y	Y	Y	Y
3	Division Number	Leading zero(s) must be included, i.e. 005		Y	Y	Y	Y	Y

"B" Record – tab delimited (71 columns)								
Field Length	Field Name	Contents		Required				
				FALL	SPR	EOY	SUM	EIMS
1	Record Type	Constant=B		Y	Y	Y	Y	Y
10	State Testing Identifier	State Testing ID as assigned through EIMS		Y	Y	Y	Y	
12	Unique Local Student Identifier	Division-level unique identifier for each student						Y
3	Responsible Division Number	Selection from list of education agency numbers, (leading zero must be included, i.e. 001)		Y	Y	Y	Y	Y
4	Responsible School/Center Code	Selection from list of Virginia school numbers		Y	Y	Y	Y	Y
3	Serving Division Code	Selection from list of education agency numbers, (leading zero must be included, i.e. 001)		Y	Y	Y	Y	Y
4	Serving School/Center Code	Selection from list of Virginia school numbers		Y	Y	Y	Y	Y
1	Active Status Code	A=Active I=Inactive N=Not Enrolled		Y	Y	Y	N	Y
4	Entry Code	Blank (only if active status code is N) or selection from Entry Code list		Y	Y	Y	N	Y

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Field Length	Field Name	Contents	Required				
			FALL	SPR	EOY	SUM	EIMS
10	Entry Date	Blank (only if active status code is N) or MM/DD/YYYY	Y	Y	Y	N	Y
4	Exit/Withdrawal Code	Blank or select from list of exit/withdrawal codes	Y	Y	Y	N	Y
10	Exit/Withdrawal Date	Blank or MM/DD/YYYY	Y	Y	Y	N	Y
2	Racial/Ethnic Code	00=Unspecified 01=Am. Indian 02=Asian 03=Black 04=Hispanic 05=White 06=Native Hawaiian	Y	Y	Y	Y	Y
1	Gender Code	M=Male F=Female	Y	Y	Y	Y	Y
10	Birth Date	MM/DD/YYYY	Y	Y	Y	Y	Y
2	Grade Level Code	Blank or Select from the list of grade level codes	Y	Y	Y	Y	Y
1	Kindergarten Half-Day Flag	Y=Yes, student attends half day N=No, student does not attend half day	Y	Y	N	N	
3	Primary Disability Code	Blank or select from the list of disability codes	Y	Y	Y	Y	Y
3	Spec Ed Weekly Time %	Blank or Total percentage of time that the spec. ed. student spends each week with a special education teacher	Y	N	N	N	
1	Disadvantaged Status Flag	N=No, student is not identified as disadvantaged; Y=Yes, student is identified as disadvantaged	Y	Y	Y	Y	Y
1	LEP Status Code	Blank or 1=Students receiving LEP services; 2=LEP and on monitor status - 1st year; 3=LEP and on monitor status - 2nd year; 4=Identified as LEP, but not receiving services; 5=1st year of Post Monitoring Status (FLEP1); 6=2nd year of Post Monitoring Status (FLEP2).	Y	Y	Y	Y	Y
1	LEP Proficiency Code	Blank or 1=Proficiency Level 1 2=Proficiency Level 2 3=Proficiency Level 3 4=Proficiency Level 4	Y	Y	Y	Y	Y
4	Country of Birth Code	Blank or select from list of Country Codes	Y	N	N	N	N
4	Home Language Code	Blank or select from list of Language Codes	Y	N	N	N	N
1	Immigrant & Youth Status Flag	N=No, student not classified as an immigrant Y=Yes, student is classified as an immigrant	Y	N	N	N	N
1	Filler		N	N	N	N	N
1	Migrant Status Flag	N=No, student does not have certificate of eligibility Y=Yes, student has certificate of eligibility	Y	Y	Y	Y	Y
1	Homeless Status Flag	N=No, not classified as homeless Y=Yes, classified as homeless	Y	Y	Y	Y	N

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Field Length	Field Name	Contents	Required				
			FALL	SPR	EOY	SUM	EIMS
1	Neglected/Delinquent Status Flag	N=No, student not neglected or delinquent Y=Yes, student classified as delinquent	Y	N	N	N	N
5	Gifted Code	Select from the list of gifted codes	N	N	Y	N	N
1	Gifted Referral Flag	N=No, student was not referred to the gifted program during current school year; Y=Yes, student was referred to the gifted program during current school year	N	N	Y	N	N
2	Title I Code	Blank=not Title I 1=Reading 2=Math 3=Reading and Math 4=Math and Health 5=Reading and Health 6=Math, Reading and Health 7=Math and Support Services 8=Reading and Support Services 9=Math, Reading and Support Services 10=Math, Reading, Support Services & Health	Y	Y	Y	N	Y
1	GED Program Code	Blank or 1=GED 2=ISAEP 3=GAD	Y	Y	Y	Y	N
1	International Baccalaureate Program Flag	N=No, student is not in an IB program Y=Yes, student is in an IB program	N	N	Y	Y	N
2	Graduate/Other Completer Code	Blank or 1=Standard diploma; 2=Advanced Studies Diploma; 3=Special Diploma; 4=Certificate of Program Completion; 5=GED; 6=IB; 7=Modified standard diploma; 8=GED as part of ISAEP 9=GAD 10=No award in this school year – school-age student whose IEP allows for multiple years in grade 12 11=No award in this school year - foreign exchange, part-time private, or part-time home school student	N	N	Y	Y	N
2	Graduation Plan Code	Blank or 1=4-yr college 2=2-yr college 3=other education plan 4=Military 5=Employment 6=None	N	N	Y	Y	N
1	Advanced Placement Code	Blank or 1=Enrolled in AP class 2=Enrolled in AP and took AP exam 3=took AP exam	N	N	Y	N	N

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Field Length	Field Name	Contents	Required				
			FALL	SPR	EOY	SUM	EIMS
1	Dual Enrollment Code	Y=Yes, student is taking one or more courses for college credit; N=No, student is not taking courses for college credit	N	N	Y	N	N
1	CTE Finisher Code	Blank or 1=Student finished CTE requirements for graduation 2=Student finished CTE requirements for completion of a Tech Prep program 3=Student took at least one CTE course since the 7 th grade but has not finished CTE requirements for completion 4=Student has not taken any state-approved CTE courses since the 7 th grade	N	N	Y	Y	N
4	CTE Career Family Code	Select from the list of CTE Career Family codes	N	Y	N	N	N
3	CTE Special Populations Code	Blank or 4 = Non-traditional Career Preparation 5 = Single Parent 6 = Displaced Homemaker 45 = Non-Trad and Single Parent 46 = Non-Trad and Displaced Homemaker 56 =Single Parent and Displaced Homemaker 456 = Non-Trad, Single Parent and Displaced Homemaker	N	Y	N	N	N
2	W8 Reason Code	Blank or 10=Achievement 20=Behavioral 30=Health 40=Family Reason 50=Financial Hardship 60=Employment 70=Moved 80=Maximum age 90=Expulsion	N	N	Y	N	N
1	Summer Dropout Flag	N=No, student is not a summer dropout Y=Yes, student is a summer dropout	N	N	Y	N	N
3	Aggregate Days Present	Number	N	Y	Y	N	N
3	Aggregate Days Absent	Number	N	Y	Y	N	N
1	Retention Flag	N=Promoted; Y=Retained	N	N	Y	N	N
1	Truancy Conference Flag	N=No conference scheduled Y=at least one conference held	N	N	Y	N	N

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Field Length	Field Name	Contents	Required				
			FALL	SPR	EOY	SUM	EIMS
2	Tuition Paid Code	Blank or 2=Paid Tuition to State Supported Institution; 3=Paid Tuition to Private Institution; 4=Paid Tuition to Regional Center; 5=Received Tuition from Another LEA; 7=Served Through CSA; 9=Inter-State Compact Placement; 10=Out of State Students: Contiguous State Offering Same Privileges to VA Students per 22.1-5; 11=Out of State Students: Contiguous State NOT Offering Same Privileges to VA Students per 22.1-5; 12 =Tuition Received from a Non-Contiguous State or US Territory; 15=Paid Tuition to a School Division Outside the Commonwealth of Virginia 16=Tuition waived; student served through Public School Choice agreement	Y	Y	Y	Y	N
2	Non-Public Student FTE	Blank, 10, 25, or 50. This is an implied decimal. .10=10; .25=25; .5=50	Y	Y	Y	N	N
1	First Year in Ninth Grade Code	blank; 1 = first year in 9th grade -- never retained nor repeated the 9th grade in another Virginia public school in a previous school year 2 = first year in 9th grade in this school BUT retained or repeated the 9th grade in another Virginia LEA in a previous school year 3 = first year in 9th grade in this school BUT retained or repeated the 9th grade in another school in this division in a previous school year 4 = retained or repeated the 9th grade in this school in a previous school year	N	N	Y	N	N
1	Kindergarten Readiness Assessment Flag	N=No, student was NOT given a kindergarten readiness assessment Y=Yes, student was given a kindergarten readiness assessment	Y	Y	Y	N	N
10	NAEP Homeroom Identifier		Y	N	N	N	N
1	School Choice Status Code	blank; 1=Applied to transfer to another school BUT the request was not granted for School Choice under 1116 of Title I; 2=Applied to transfer, AND the request was granted BUT did not transfer to the approved school for School Choice under 1116 of Title I 3=Applied to transfer, AND actually transferred from the Responsible School to the Serving School under 1116 of Title I	Y	Y	Y	N	N

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			FALL	SPR	EOY	SUM	EIMS
1	Supplemental Education Services Status Code	blank; 1=student is eligible for Supplemental Education Services under 1116 of Title I BUT did not apply to receive services; 2=student is eligible AND applied to receive Supplemental Education Services under 1116 of Title I 3= student is eligible AND applied to receive Supplemental Education Services under 1116 of Title I BUT did not receive services	Y	Y	Y	N	N
4	Filler		N	N	N	N	N
4	Filler		N	N	N	N	N
1	Early College Scholar Program Code	1=Student has completed the Early College Scholar Program agreement 2=Student has earned the Governor's Early College Scholar certificate	Y	Y	Y	N	N
1	Distance Learning Flag	N=No, student has not taken a distance learning course Y=Yes, student has taken at least one distance learning course	Y	Y	Y	N	N
TBD	PreK #1	Codes, edits, definitions TBD	N	Y	N	N	N
TBD	PreK #2	Codes, edits, definitions TBD	N	Y	N	N	N
TBD	PreK #3	Codes, edits, definitions TBD	N	Y	N	N	N
	filler #4		N	N	N	N	N
	filler #5		N	N	N	N	N
	filler #6		N	N	N	N	N
	filler #7		N	N	N	N	N
	filler #8		N	N	N	N	N
	filler #9		N	N	N	N	N
	filler #10		N	N	N	N	N
15	Student First Name	First name of the Student	Y	Y	Y	Y	Y
15	Student Middle Name	Middle Name of Student	N	N	N	N	N
25	Student Last Name	Last Name of the Student	Y	Y	Y	Y	Y

Trailer Record

RecordCount=<number of A and B records included in this file (A record plus all B records)>

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